



ADMINISTRATION AND  
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

March 31, 2010

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT  
GENERAL SERVICES ADMINISTRATION

SUBJECT: Advisory Committee Consultation

Pursuant to 41 CFR § 102-3.60(a), the Department of Defense requests the Committee Management Secretariat review and approval the following actions –

- a. Terminate effective April 30, 2010 the Board of Advisors to the President, Naval Postgraduate School (DOD 391); and
- b. Establish the Board of Advisors to the Presidents of the Naval Postgraduate School and the Naval War College.

The Department of Defense, as part of its continuous review of existing federal advisory committees, has determined that the functions of the Board of Advisors to the President, Naval Postgraduate School should be merged with the functions of the previously terminated Board of Advisors to the President, Naval War College (DOD 390) to form an advisory committee with a broader mission to address educational issues within the Department of the Navy.

The Director for Administration and Management, as authorized by the Deputy Secretary of Defense and under the authority of 41 CFR § 102-3.50(d), has approved the Department of the Navy's request to establish a single advisory committee to examine and advise on matters pertaining to the Naval Postgraduate School and the Naval War College. A copy of the proposed charter is attached.

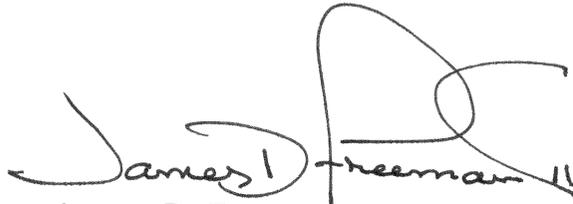
To effect an orderly transition the Department of Defense intends to terminate the Board of Advisors to the President, Naval Postgraduate School on April 30, 2010, whereas, the new advisory committee (Board of Advisors to the Presidents of the Naval Postgraduate School and the Naval War College) would be established as soon as practicable and in keeping with existing federal regulations.

The Department of the Navy is aware that the new advisory committee is prohibited from conducting any business until the Advisory Committee Management Officer files the committee's charter and the members, once

approved by the Secretary of Defense, have complied with all DoD appointment policies and procedures.

Subsequent to your review and approval the Department of Defense will make the necessary announcements in the Federal Register.

If you should have any questions about this charter please contact me at 703-601-6128.

A handwritten signature in black ink that reads "James D. Freeman II". The signature is stylized, with a large, looped "F" and "R" at the end.

James D. Freeman II  
Deputy Advisory Committee Management  
Officer for the Department of Defense

1 Attachment  
As stated

CHARTER  
BOARD OF ADVISORS TO THE PRESIDENTS OF THE NAVAL  
POSTGRADUATE SCHOOL AND THE NAVAL WAR COLLEGE

1. Committee's Official Designation: The Committee shall be known as the Board of Advisors to the Presidents of the Naval Postgraduate School and the Naval War College, hereafter referred to as the "Board".
2. Authority: The Secretary of Defense, pursuant to the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR § 102-3.50(d), established the Board.
3. Objectives and Scope of Activities: The Board shall examine and advise on matters pertaining to the Naval Postgraduate School and the Naval War College.
4. Description of Duties: The Board shall advise and assist the Department of the Navy, the Presidents of the Naval Postgraduate School and the Naval War College in educational and support areas by providing independent advice and recommendations on items such as, but not limited to, organizational management, curricula, methods of instruction, facilities, and other matters of interest.

Pursuant to DoD policy, the Secretary of the Navy may act upon the Board's advice.

5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of Defense, through the Secretary of the Navy and the Chief of Naval Operations.
6. Support: The Department of Defense, through the Office of the Secretary of the Navy and the Naval Postgraduate School and the Naval War College, shall provide support services as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of the Federal Advisory Committee Act of 1972 and the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b).

Additional information and assistance, as required, may be obtained from other DoD Components with contracting authority, support contractors, including DoD Federally Funded Research and Development Centers for studies and analysis support.

7. Estimated Annual Operating Costs and Staff Years: It is estimated that the annual operating costs, to include travel costs, meetings and contract support is approximately \$250,000.00 and 1.0 full-time equivalents (FTE).

8. Designated Federal Officer: The Designated Federal Officer, pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. In addition, the Designated Federal Officer is required to be in attendance at all meetings, however, in the absence of the Designated Federal Officer, the Alternate Designated Federal Officer shall attend the meeting.
9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's Designated Federal Officer, in consultation with the Board's chairperson and the Presidents of the Naval Postgraduate School and the Naval War College. The estimated number of Board meetings is one per year.
10. Duration: The need for this advisory function is on a continuous basis; however, it is subject to renewal every two years.
11. Termination: The Board shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless the Secretary of Defense or designee extends it.
12. Membership and Designation: The Board shall be comprised of not more than 10 members who are eminent authorities in the fields of academia, business, national defense, the defense industry, and research and analysis. Not less than fifty percent of Board members shall be eminent authorities in the field of academia. Board members shall be appointed by the Secretary of Defense, and their appointments will be renewed on an annual basis.

Those members, who are not full-time or permanent part-time federal officers or employees, shall be appointed as experts and consultants under the authority of 5 U.S.C. § 3109, and serve as special government employees.

Members may be appointed for terms ranging from one to four years. Such appointments will normally be staggered among the Board membership to ensure an orderly turnover in the Board's overall composition on a periodic basis. With the exception of travel and per diem for official travel, they shall normally serve without compensation, unless otherwise authorized by the appointing authority.

The Chief of Naval Personnel shall serve as an ex-officio Board member. As an ex-officio member this individual shall have no voting rights whatsoever on the Board or any of its subcommittees. In addition, he or she shall not count toward the Board's total membership

13. Subcommittees: With DoD approval, the Board is authorized to establish subcommittees, as necessary and consistent with its mission. These subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, The Government in the Sunshine Act of 1976 (5

U.S.C. § 552b, as amended), and other appropriate Federal statutes and regulations.

Such subcommittees or working groups shall not work independently of the chartered Board, and shall report all their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or working groups have no authority to make decisions on behalf of the Chartered Board nor can they report directly to the Department of Defense or any Federal officers or employees who are not Board members.

The Board shall establish and maintain two permanent subcommittees:

- a. The Naval Postgraduate School subcommittee shall be comprised of no more than 19 members and shall focus primarily on the Naval Postgraduate School. The subcommittee shall meet a minimum of twice annually.
- b. The Naval War College subcommittee shall be comprised of no more than 10 members and shall focus primarily on the Naval War College. The subcommittee shall meet a minimum of twice annually.

Subcommittee members, who are not Board members, shall be appointed in the same manner as Board members.

14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Record Schedule 26 and appropriate Department of Defense policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).

15. Filing Date: